

# Assistant Teacher Upk Aftercare

Downtown Ithaca Children's Center

Ithaca, NY 14850

Assistant Teacher

Full-time, Part-time

Onsite

\$19.13 - \$20.00 an hour

Posted on June 25, 2026

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## Organization Statement

The Downtown Ithaca Children's Center (DICC) provides high quality education and care to infants, toddlers, preschoolers, as well as after school care for 4 year olds enrolled in UPK. DICC is licensed by NYS Office of Children and Family Services and an active participant in QUALITYstarsNY. DICC provides inclusive education and care that represents the world in which children and families live. We are committed to education, wellness and equity as human rights for everyone. The DICC program is designed to encourage the growth of each child through an interactive child-centered and teacher facilitated approach.

## Job Description

The Assistant Teacher supports the Teachers and the Director by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. S/he must be able to communicate, listen and work well with others in a team environment. Assisting the staff in implementing a quality educational program and in developing positive relationships with the children and their parents, the assistant teacher observes and documents children's interest and progress, and relays that information back to parents and staff. Assistant teachers are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Teacher and the Director.

## Responsibilities

- Assist in the implementation of curricula activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.

- Maintain frequent communications with parents through informal discussions and progress reports.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child care center.
- Follow all center policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

## **Qualifications**

- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check.
- Must pass health screening.
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

## **Application Instructions**

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- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification. (not required)
- Must clear full background check.
- Must pass health screening.

## **Language Requirements**

English

## Additional Information

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Health insurance
- Paid time off
- Professional development assistance

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